Organization Name: CARE

Address:
151 Ellis Street N.E.
Atlanta, GA 30303

Phone: 1.800.521.CARE

Web site: www.care.org

Internship Supervisor:
Amy Yvonne Ngurukie
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Phone: 404.979.9253
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Organization’s Mission Statement:
Our mission is to serve individuals and families in the poorest communities in the world. Drawing strength from our global diversity, resources and experience, we promote innovative solutions and are advocates for global responsibility. We facilitate lasting change by:

- Strengthening capacity for self-help
- Providing economic opportunity
- Delivering relief in emergencies
- Influencing policy decisions at all levels
- Addressing discrimination in all its forms

Guided by the aspirations of local communities, we pursue our mission with both excellence and compassion because the people whom we serve deserve nothing less.
Summary of organization’s primary programs and services:
CARE tackles underlying causes of poverty so that people can become self-sufficient. Recognizing that women and children suffer disproportionately from poverty, CARE places special emphasis on working with women to create permanent social change. Women are at the heart of CARE's community-based efforts to improve basic education, prevent the spread of HIV, increase access to clean water and sanitation, expand economic opportunity and protect natural resources. CARE also delivers emergency aid to survivors of war and natural disasters, and helps people rebuild their lives.

Intern’s title:
CARE Intern

Number of interns requested by this organization?
One

Internship project/job description:
CARE’s Gender and Empowerment Unit is currently seeking an intern to support activities of its Girls Education Team. The intern will be a full member of the GE unit team and will attend meetings and work in close collaboration with the Project Coordinators and Technical Advisors. During this highly participatory internship, he/she may be asked to perform the following duties:

Provide critical editorial feedback on strategic documents and communications;
Develop documentation and review of lessons learned and best practices in girls’ education;
Document new areas of thematic approaches dealing with different aspects of education;
Support various grant activities, including workshop support, knowledge production, and strategy research;
Actively participate in the full range of information synthesis, strategic planning and design stages of program proposals as they arise;
Develop, streamline and/or edit websites and shared document drives;
Analyze data collected in CARE Country Offices;
Perform administrative duties as required.

Qualifications:
Graduate student with knowledge/understanding of international development issues, political science, education, non-profit/non-governmental administration, or a related field
Must have Federal Work-Study award
Proficient in research from a myriad of sources and databases
Excellent writing skills
Good organizational skills
Good troubleshooting skills
Ability to work well with others or independently
Proficiency in using various computer applications, including Microsoft Office applications and Internet Explorer
Eligibility for RSPH Practical Experience Program would be a plus

Other requirements:
None

Will the internship require that the student have a car?
No

Is placement site accessible by public transit or other transportation options?
Yes. Close to the Marta Station and parking will be made available if needed.